

Applying for Armed Forces Identification Cards/Common Access Card (CAC) & DEERS Enrollment

Who this is for

This information applies to:

- Active Duty and their eligible dependents
- Reservists and their eligible dependents, and
- Retirees of all services including former Merchant Mariners, NOAA, and U.S. Public Health Service and their eligible dependents.
- Civilian employees and Government contractors

Purpose

This describes how to obtain an Armed Forces Identification Card (ID), replace a confiscated, mutilated or lost/stolen ID card, and how to enter a new dependent into the Defense Eligibility Enrollment Reporting System (DEERS).

Reference you may need

The following references can help guide you when applying for an ID Card:

- (a) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- (b) COMDTINST M5512 (series)

Verification of eligibility

Normally, when scheduling your appointment, you will be advised of what items to bring when you are receiving your ID card or entering a dependent in DEERS. The following is a list of items that may be required:

- Retirement orders
- Certificate of Release or Discharge from Active Duty (DD-214)
- marriage, birth, or death certificate
- Veteran's Administration letter of certification
- Application For Uniformed Services Identification Card (DD-1172), and
- picture identification. (2 forms for new civilian and contractors)
- completed and signed DD Form 1172-2 (new civilian employees and Government contractors)
- work email address
- 6-8 digit PIN number

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Obtaining an ID card

ID cards are issued between the hours of 0700-1500, Monday through Wednesday, Thursday 1130-1500 and Friday 0700-1500. To replace an ID card previously issued, follow the steps below. The last CAC customer will be seen at 1415 due to time constraints.

IF you are...	THEN...
<ul style="list-style-type: none">• a military service member, active, reserve, retired, or a USPHS member attached to the Coast Guard and have mutilated or lost your ID card, or are in possession of an expired ID card, or• the eligible dependent of a military service member, active or reserve, living or deceased, retired.	<ul style="list-style-type: none">• call 314-539-3900; ext. 2500 to schedule an appointment, and• bring a picture ID and your social security card with you.

Procedure for DEERS enrollment

For members adding a new spouse, issuing the ID card will complete the enrollment process. For those members enrolling an infant or an adopted child for the first time, follow the steps below:

Step	Action
1	Obtain letter stating the full name of the infant from the hospital where the child was born. <u>Note:</u> In the event of an adoption, bring official court documents and the child's social security card.
2	Call the phone numbers listed at the end of this document to schedule an appointment with ISC St. Louis. Ensure appointments are scheduled so the child's sponsor will be present for the verification of sponsor information.
3	Bring documents and picture identification to ISC St. Louis admin office at the RAY Federal Bldg.

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Procedures for “special case” ID’s

This procedure only applies if the member or dependent applying for an ID card cannot physically be present at the time of issuance, i.e. lives far from a military facility, is physically handicapped, has no means of transportation, or is hospitalized or sick. Before performing these steps call 314-539-3900; ext. 2500:

Step	Action
1	Obtain an 8” X 10” photograph (black or white or color) and have it notarized on the back.
2	Mail the 8” X 10” photograph with height, weight, eye color, and hair color to ISC St. Louis (pa). Enclose a phone number where you can be contacted and the expired ID card. <u>Result:</u> ID card will be returned to you via certified mail from ISC St. Louis (pa) within 5 days.
3	Sign ID card in the appropriate block and re-mail it to ISC St. Louis (pa). <u>Result:</u> ISC St. Louis (pa) will re-mail the completed ID card to you via certified mail.

Results and follow-up

Normally ID cards will be issued to walk in customers while you wait. However, members are strongly encouraged to schedule appointments as walk ins sometimes cannot be accommodated due to previously scheduled appointments or other activities. For “special case” ID’s you can expect the ID in the mail within 15 days of application. If you do not get your ID by then, call 314-539-3900; ext. 2500.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC St. Louis (pa)
Position	Administration Supervisor
Phone	314-539-3900; ext. 2500
FAX	314-539-2912
